

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes Official | August 10, 2020

Members Present: Iliana Melendez, Lisa Perez, Nicki McGee, Ashley Spicer-Runnels, Corey Benson, Jody Randall, Kristy Vienne, Teresa Simpson, Molly Albart

Guests: Jordan Bryant, Quynh-Huong Nguyen, Ramces Luna, Karina Ogunlana

I. Call to Order: Ashley-Spicer Runners called the meeting to order at 12:09pm

II. Approval of Minutes/Report:

- Approval of Reports from July 31, 2020: Benson motioned to approve minutes from July 31 special meeting. Vienne seconded the motion. Minutes approved.
- Approval of Minutes from July 31, 2020: Benson motioned to approve minutes as amended (pg. 2 before is spelled wrong). Perez corrected the misspelling. Vienne seconded the motion. Minutes approved as amended.

III. President– Iliana Melendez

- **Conference Update(s)** – Luna explained that he will be requesting an update on the registration website per request by Stephanie Martinez, registration chair.
- Conference team is looking into providing a virtual giftbag to those who register for the conference.
- Luna requested that Board share the conference information to colleagues to help with registration numbers.
- **Strategic Plan** – Melendez and Ogunlana reviewed the plan as discussed during the July 31, 2020 meeting and sent it to Lee to be reformatted in a campus lab format so that it can be sent to membership for 30 days of comment. Feedback received will be reviewed and then will be sent out to membership for vote. The link below references the document.
- https://docs.google.com/document/d/1glR0QCVTIJWdc_GIRGfNItFMVdyBiep5/edit

IV. Treasurer – Nicki McGee –

- **Account Balance Updates as of 7/31/2020**
 - i. Checking - \$117,400.62
 - ii. Savings - \$62,785.17
 - iii. CDs - \$23,297.88 & \$24,230
- FY21 Budget Proposal Approval - Tabled from 7/31/2020; McGee introduced budget for FY21; there were approximately \$10,000 in cuts. Benson motioned to approve; Randall seconded the motion. Board approved budget as presented.

President	\$3,500.00
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Texas Association of College & University
Student Personnel Administrators

President Elect	\$ -
Past President	\$ -
Administration	\$ 600.00
Membership	\$ 440.00
Marketing	\$ 500.00
Education	\$ -
Assessment	\$ -
Research	\$ 1,600.00
Secretary	\$ 45.00
Treasurer	\$ 5,500.00
Foundation	\$ 4,765.00
Technology	\$ 4,000.00
TOTAL	\$ 20,950.00

- Agreed Upon Procedures review cost approval - \$3,050.00 – Tabled from 7/31/2020; McGee explained the process for audit review cost \$3,050.00. McGee asked for line item budget to be increased by \$3,050 for FY20 so that payment can be made. Perez motioned to approve the increase to the budget line item. Benson seconded the motion. Motion passed unanimously.
- Approval to roll over existing CD into another 12-month CD. – Tabled from 7/31/2020. McGee has reviewed the operations manual to see if there was any information on rolling over CDs. Financial Advisory committee has recommended that the board roll over the CDs for another 12month term. Board agreed to move forward with this plan and McGee will be meeting with the bank to make arrangements.
- Payment Strategic Planning Meeting – Tabled from 7/31/2020 – It was clarified that the payment for the Strategic Planning meeting in Austin had already been accounted for. Board agreed on the payment during an email vote earlier in the year.

V. President Elect – Ashley Spicer-Runnels – no report

VI. Past President – Molly Albart –

VII. Caswell Award – Albart presented finalist via email for the board to consider. The board was informed of the action on voting for Caswell award. The Board ratified the committee's recommendation. The board voted 7-1 to accept the recommendation.

VIII. Director for Administration – Jody Randall

- Tabled from 7/31/2020

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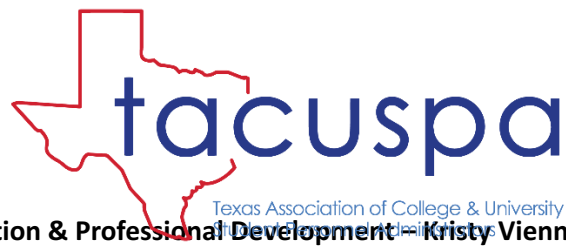
- **Operations Manual:** Randall reminded Board to review respective sections in the Operations Manual and to send any edits to Randall. Randall is working on a framework and schedule to ensure that the review takes place. Please forward suggestions to Randall before the next meeting in September.
- **Awards:** Randall reported that there was only one nomination for the Outstanding New Professional, but the committee did feel the nomination for this award was meritorious and recommends it be awarded.
 - i. There were two nominations for Mid-Level Award and committee recommended an awardee.
 - ii. Three nominations were submitted for two individuals for Dissertation of the Year.
 - iii. There were no faculty nominations even after the deadline.
 - iv. Benson moved to approve the slate of candidates brought forward by Randall. Spicer-Runnels seconded the motion. Board approved. Randall will work on making the recognition special since this conference will be in a virtual format.

IX. Director for Membership – Staphany Lopez-Coronado -

- **Membership Meet-Ups:** The TACUSPA Café – 47 participants out of 72 registrations. Lopez-Coronado thanked all who joined!
- **Membership Updates:** Lopez-Coronado reported as of date there are 15 emeritus, 452 professional, and 15 student memberships for a total of 482 total.
- **COVID Roundtable** – The Roundtable event had 88 participants out of 117 registrations. Lopez-Coronado thanked Melissa Fadler and Jody Randall for all their help in coordinating the event. Resources are being gathered and will be shared for the participants. There were some technical issues with breakout rooms during this event and the TACUSPA Café, but she hopes to work them out for the future.
- **Review Membership Info for 2021** – Lopez-Coronado asked Board to add any comments they may have for the membership form and information that is gathered. The hope is to know who our membership is to be able to tailor programming for them. Her goal is to have the form created on Wild Apricot before the conference to start our membership drive for 2021 in mid-November. The link to view the draft is at https://drive.google.com/file/d/1-GSwntDr0NO9kOyInv9_-VVLxISodpV/view?usp=sharing

X. Director for Marketing – Corey Benson -

- **Weekly emails** – Benson asked Board to send content for the emails; he will be sending out tomorrow.
- Benson sent out reminder to membership to register for conference. Only 36 people registered as of date.
- **Newsletter(s)** – No report



XI. Director for Education & Professional Development - Kristy Vienne -

- **Fellows Update** - Vienne working on transitioning of position and ensuring that the program doesn't fall through given conference being virtual.
- **Scholarship Recipients** – no report
- **Career Development** – Vienne is trying to coordinate transition with incoming board member.
- **Webinars** – Spicer-Runnels asked if this is still happening. Vienne clarified that the Roundtables have taken the place of scheduled Webinars for now. This will be revisited after conference.

XII. Director for Technology – Caryn Hawkins – no report

- **Technology Updates**

XIII. Director for Research – Teresa Simpson

- **Faculty Engagement** – From TACUSPA Café there were follow up action items from faculty. Faculty would like to continue to have an opportunity to meet during conference time. A listserv has been developed for faculty in the state. Sam Houston is willing to host it. Would like to have the link available on the TACUSPA website under resources. There were no objections by the Board. Simpson will get link to Benson to put on the website.
- NACA has offered internships and is willing to work with TACUSPA on potential partnership. Simpson will follow up.
- **COVID-19 Discussion** – Simpson working with Lee to get out a survey on State of Texas and how they are working with and dealing with new environment surrounding COVID.
- She is working with Lopez-Coronado on membership renewal process to identify faculty roles to better communicate benefits.
- Bryant (fellow) working with other board members to look at building of research page. Bryant is working on updates and making sure to ensure that it flows well; modeling it similar to how NASPA resource center has their page. Looking for page to be easy to navigate and ensure that those who visit will be find it useful.

XIV. Director for Assessment – Brandon Lee – No report

- **Quarterly Reports**

XV. Secretary – Lisa Perez –

- **Agenda Items** – deadline for agenda topics is the Friday (9/11) before our next meeting on 9/14/2020
- **Archiving Responsibilities** – For officer's transitioning off the board, please submit items no later than last day of Conference 2020. Otherwise, submissions need to be sent to the Secretary by January 31st of each year. Below is a list of what needs to be archived and who is responsible for submitting. Perez will create archive folder in Google Shared Drive.

ITEM	OFFICER'S RESPONSIBILITY
Approved minutes from each board meeting	Secretary

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Student Personnel Association

Two copies of each conference program	Conference Chair
List of conference attendees for each conference	Conference Chair
List of annual members	Director of Membership
Annual Report	Past President
Awards Database	Director for Administration
Past Conferences Database	Secretary
Financial History	Treasurer
Past Presidents Database	Secretary
Strategic Plan	President
Board members Database	Secretary
Elections Database	Past President
Operations Manual	Director for Administration
Bylaws	Director for Administration
Newsletters	Director of Marketing

- XVI. Foundation – Keith Lamb** – Lamb submitted information via email
- **Foundation Updates:** Foundation has not met since last meeting.
 - **Foundation Account Total** – none reported
 - Lamb working with Foundation members on details for silent auction.
- XVII. Good of Order:** Spicer-Runnels asked about number of people who have registered for conference. Benson clarified 36 have registered.
- XVIII. Approval of Reports:** Vienne motioned to approve reports and Benson seconded. The reports were approved.
- XIX. Adjournment:** Melendez adjourned the meeting at 1:30pm.